

### Instruction for Using Upgraded MMCRS and reporting through DAP

Implementation of Upgraded MMCRS and Reporting through DAP shall be carried out in two phases, as detailed below:

#### **1. Parallel Reporting Using Existing and Upgraded MMCRS**

In this phase, Reporting Institutions will report their Money Market Reporting using both existing MMCRS (7 DBF files) and upgraded MMCRS (1 CSV & 7 DBF files) via email at [mmcrs@sbp.org.pk](mailto:mmcrs@sbp.org.pk).

Banks are advised to start reporting on upgraded MMCRS from October 31, 2019.

The emails' subject line should **clearly mention whether the reporting is one using existing or upgraded MMCRS**.

When the MMCRS team is confident about RIs' reporting quality, next phase will be initiated.

#### **2. Reporting via DAP using Upgraded MMCRS**

In this phase, Reporting institutions will generate their Money Market Reporting using upgraded MMCRS only and will be provided access to DAP. The Upgraded MMCRS will generate 8 files (1 CSV file & 7 DBF files). The RI will upload the CSV file only through DAP. If any RI fails to upload its reporting via DAP, It will email the CSV and 7 DBF files to [mmcrs@sbp.org.pk](mailto:mmcrs@sbp.org.pk). Timeline for initiation of this phase will be communicated later.

If any RI has any query or faces any issue, assistance is available as detailed below:

Query or Issue	Concerned Person	Telephone	Email
Business-related	Mr. Sarmad Mr. Izhar Ali	021 3311 3480 021 3311 3488	<a href="mailto:Sarmad@sbp.org.pk">Sarmad@sbp.org.pk</a> <a href="mailto:Izhar.ali@sbp.org.pk">Izhar.ali@sbp.org.pk</a> <a href="mailto:mmcrs@sbp.org.pk">mmcrs@sbp.org.pk</a>
MMCRS Client-Side Application	Mr. Abubakar Abbas	021 3311 3084	<a href="mailto:abubakar.abbas@sbp.org.pk">abubakar.abbas@sbp.org.pk</a>
DAP-related	Mr. Sagheer Hussain DWH Support	021 3311 4966 021 3311 4969 021 3311 4967	<a href="mailto:Sagheer.hussain@sbp.org.pk">Sagheer.hussain@sbp.org.pk</a> <a href="mailto:dwhsupport@sbp.org.pk">dwhsupport@sbp.org.pk</a>

### Installation instructions

1. Install MMCRS in separate machine or make a separate virtual machine for parallel run.
2. Download MMCRS v5.0.zip file and save it in a location on your PC's hard drive.
3. If you don't have WINZIP 8.0 in your computer then please install <here>.
4. Now right click on MMCRS v5.0.zip file and select the **Extract to** option from menu. A screen will appear showing a text box labeled **Extract to** on left of the window.
5. Enter path 'C:\MMCRS' in the text box and press the **Extract** button.
6. A dialogue window will appear titled 'Confirm File Overwrite'. Press the **Yes to all** button. WINZIP will overwrite all files in 'C:\MMCRS' folder.
7. Make sure that MS access macros should be enabled in the machine.

8. Your MMCRS is upgraded and you can use it for reporting to SBP.

#### **Help for using MMCRS client-end Software for new version:**

Access 2007 and 2010 support .mdb files automatically; you do NOT need to convert them. You can use either the .mdb or the .accdb format (though of course some new features are available only in the .accdb format).

If you are running into the increased security: Access 2010 will not run VBA code unless the database is in a "Trusted Location". Try holding down the **Shift** key while the database is opening to bypass your startup code, and read up about "Trusted Location" in the Help.

You can add C:\MMCRS in your trusted locations.

Access 2007 method is below, you may use help option for finding the trust center setting in access 2010.

1. Click the **Microsoft Office Button**, and then click **Access Options**.
2. Click **Trust Center**, click **Trust Center Settings**, and then click **Trusted Locations**.
3. If you want to create a trusted location that is not local to your computer, select the **Allow trusted locations on my network (not recommended)** check box.
4. Click **Add new location**.  
**Important:** We recommended that you don't make your entire *Documents* or *My Documents* folder a trusted location. Doing so creates a larger target for a hacker to potentially exploit and increases your security risk. Create a subfolder within *Document* or *My Documents*, and make only that folder a trusted location.
5. In the **Path** box, type the name of the folder that you want.

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